



LIBRARIES

**Library Board of Trustees Meeting
Thursday, September 23rd 9am
ImagineIF Kalispell
MEETING MINUTES**

In attendance: Heidi Roedel, Connie Leistiko, David Ingram (Board); Martha Furman, Teri Dugan (Staff); **Remote attendance:** Doug Adams (Library Board); Charlotte Housel (Library Foundation)

Guests present: Margaret Davis, Jill Carlberg, Jordonna Does, Jake Fulkerson, Beth Steele, Michael Renaud, Barbara Meyers, Susie Burch, Pam Haglund. Rebecca Johnson, Tony Edmundson.

A. Call to Order: Chair H. Roedel called the meeting to order at 9:03 am.

B. Open time for persons to address the Board on matters within the Board's jurisdiction.

Margaret Davis expressed confusion as to the priority of the library board. Davis said it seems the focus of the board is cost savings over effective library services for the Flathead Valley. Davis suggested that the board decide on providing library services and fixing facilities and then go to the issue of cutting personnel.

Jake Fulkerson attended the meeting to learn and meet the library board. Fulkerson described themselves as a patron of the arts. Fulkerson enjoyed the summer experience program participation with his granddaughter.

C. Approval of Minutes Board Meeting, Thursday, August 26, 2021
Moved by D. Adams "to approve the August 26, 2021 board minutes as presented."

Discussion: Leistiko requested the salary dollar amount be stated next to grade when discussing staff salaries in the minutes. Roedel asked if updates to the August 13 library retreat minutes had been completed as requested to include a list of changes to Director job description. Furman confirmed that the changes were made.

Seconded by C. Leistiko
Motion passed unanimously

Roedel updated the board as to the progress of CPS HR Consulting. CPS HR is putting the final touches on the recruitment folder, has communicated with the Association for Small and Rural Libraries and expects the Director job posting to go live on October 4th.

D. New Business

1. Review open positions and hear recommendation from Personnel Committee for hiring.

Furman reviewed the personnel committee notes from the September 17th meeting. Furman would like to start the hire process for a new YS Librarian, which is being vacated by Ellie Newell on September 24th. The committee recommended posting the position at Grade 28, starting at \$45,451.12. The position is currently at Grade 31, starting at \$49,665.62.

Leistikio asked the reason of the recommendation to lower salaries. Roedel explained the reason was to create less disparity between higher paid professional employees and lower paid employees as well as salary savings to help pay for an increase in the pay of Materials Handlers and Library Courier. Leistikio expressed concerns in hiring and retaining employees if lowering salaries was decided upon.

Furman reviewed possible solutions if the position of Collection Services Librarian was not rehired. The money saved could be reallocated to Materials Handlers and Courier while at the same time saving some money. Furman stated not rehiring the librarian position would have consequences going forward as the duties would have to be redistributed to other professional staff and changes would need to be made to current duties such as cutting back on statewide activities. Furman said having a cataloguer for a library the size of ImagineIF is ideal.

Two solutions were discussed regarding the vacancy of the Collection Services Librarian if not rehired. One solution offered a Lead Worker scenario and one without. Furman is recommending the Lead Worker solution which will provide a Lead Worker for materials handling, increase wages for materials handlers and courier, create 21 extra hours for materials handlers and have salary savings left over.

Leistikio suggested requesting money from the County Commission rather than choosing the option not to rehire professional staff. Leistikio reminded the board that decisions to hire should be done with the recommendation of the library director as per Montana Code. Library Board members are not the experts. Leistikio appreciated the work Anderson and Furman did in regards to the various hiring scenarios as they were told to reallocate the hours. Leistikio said the decision to reallocate should involve the entire board and budget reductions should be discussed in the budget committees, not personnel committees.

Furman expressed concern for losing professional staff that could result in fewer programming offerings.

Moved by D. Ingram "to reallocate the Collection Services Librarian salary to the allocations recommended in the Lead Worker scenario presented by Furman as well as recognize the savings."

Seconded by D. Adams

Discussion: Adams applauded Furman and Anderson on their work in analyzing the positions and planning money-saving hiring strategies to show the library is fiscally lean. Leistikio said we have proven to be fiscally lean the last 5 years.

Leistikio noted that the increased wage to materials handlers and courier does make the motion more viable.

Motion passed unanimously

Moved by D. Adams "to rescale the Youth Services Professional Librarian from grade 31, starting at \$49,665.62 to grade 27, starting at \$44,127.20."

Seconded by D. Ingram

Discussion: Furman is concerned about grade 27 of pay. The pay grade might make it difficult to attract talent and cause hiring difficulties. Failing to hire would put extra strain on staff and require us to cut certain children's services.

Leistikio explained that the county's Human Resources department conducts salary surveys every few years and salaries are competitively set where they ought to be. The work of setting salaries has been done for us. Leistikio said the board should be cautious in cutting pay considering what is at stake.

Housel said the Youth Services Librarian works closely with the Library Foundation. Housel raised the question if the decrease in salary plan doesn't provide a candidate, what is the plan? Would the wage be increased to fill? Taxpayers want access to the library and information sources.

Roedel said we continue to listen to the community and can reconsider if needed. Roedel said the focus is more on the books and not so much the programs.

Leistikio said the children's area is the most used area of the library. ImagineIF's youth programming is excellent and attracts great numbers of kids. These programs are crucial to early literacy. Leistikio urged the board to reconsider the lowering of the salary in this very important role. Leistikio expressed that devaluing the role by lowering the salary to possibly gain favor with the commission, is not the best idea.

VOTE: to rescale the Youth Services Professional Librarian from grade 31, starting at \$49,665.62 to grade 27, starting at \$44,127.20.

In Favor: Ingram, Adams, Roedel

Opposed: Leistikio

Motion Passes 3-1

Moved by D. Ingram "to standardize job descriptions to have the same physical requirements."

Seconded by D. Adams

Discussion: Ingram explained that while reviewing job descriptions, he noticed they were not standardized across the positions and wondered if this should be the case. Furman will work with the county HR department for clarification with this.

Motion amended by D. Ingram "to have the director and county HR department review the positions so the subject of standardizing the physical requirements may be revisited."

Seconded by D. Adams

Motion passed unanimously

E. Reports

1. Interim Director and Staff reports

Furman expressed concern in not being initially involved by the library board in the changes and decisions. Furman asked for more communication from the library board and the wish to collaborate and make recommendations going forward as set forth in policy. Furman needs to know the desired outcome the board is seeking and make recommendations to help achieve that.

Furman stated her surprise when two board members visited the HR director without her input as Interim Director.

Adams explained the meeting was suggested by HR to help explain the hiring process. Adams suggested Roedel attend as board chair.

Leistiko emphasized the need for the Director to be involved because the Director is the expert on operations and staff. Staff are concerned about the changes. Leistiko stated the agenda from the Personnel Committee meeting from August 13 shows the concern.

Ingram asked about why Furman wrote about a possible crisis situation. Ingram said the board is not cutting or changing current employee salaries.

Furman said staff are worried about their own pay and for their peers going forward. Staff sees the situation and the philosophy of the board and sees what is at stake. Staff are feeling undervalued. It is stressful for staff to be between directors and have a number of management staff also leave the library. Furman explained that safety can be also a concern for staff when working on the front desk while assisting the wide range of our community. The recent shooting in Kalispell brought this to the forefront. It is a high stress job and hard to not feel valued.

Furman stated the important of her need to be transparent with the library board regarding staff morale.

Adams said he understood the stress and does not disagree. Adams said the tensions are not unique to the library and are across all industries. Adams said the library board does value all staff. The board is trying to do their job and at times it is unpopular and thankless. Adams said it is not an easy route, but the board wants what is best for the library.

Furman thanked Adams and stated that such sentiments go a long way with staff.

Ingram said the board is in a unique position in that the board sets the budget but does not determine the funding. There is no simple way to increase services.

a. Summer Experience Final Report-Newell

Newell shared program updates from the 2021 Summer Experience Program. 2000 summer kits were distributed. Outside programs were well attended. These programs help connect our patrons to our books and materials. Library check outs total 300,000 since June. Furman thanked Newell and the YS team for the hard work and job well done. Leistiko thanked Newell for her hard work and wished her the best in her new position.

b. Subscriptions and Digital Resources overview-Anderson

Anderson reviewed the detailed spending of items in the budget subscription line. Digital library materials spending was reviewed. Questions and answers followed. Furman thanked Anderson for the work and research done.

Service	Cost in FY21	Cost in FY22	Notes/Description
Overdrive	\$ 22,337	\$ 23,455	eBooks, Audiobooks; Collaborative collection with MontanaLibrary2Go; cost increase of 1% due to collaborative cost-sharing agreement
Hoopla	\$ 27,796	\$ 13,741	\$12,000 deposit also paid in FY20; cost increases proportionally with usage growth; Cancelled 9/30/21
CreativeBug	\$ 2,300	\$ 2,300	Curated online crafting courses and videos; Utilized by Adult and YS programming teams to supplement library programs
EBSCO DBs	\$ 12,615	\$ 13,246	Basic research suite; grants access to full-text peer-reviewed and popular resources for all ages, as well as access to 800 newspapers worldwide; Shared resource agreement with MSL ended in 2017, at which point we investigated alternatives to provide minimal viable academic resources at a reasonable cost. Includes Novelist, a Reader's Advisory tool used by staff and the public
Flipster	\$ 5,634	\$ -	Digital magazines, available through December 2021; contract not to be renewed in 2022, due to availability of digital magazines in Overdrive.
LinkedIn Learning	\$ 10,937	\$ 13,125	Skills-development resource for adults
HeritageQuest	\$ 1,825	\$ 1,825	Genealogy tools; cost, administration shared with Missoula Public Library
Tumblebooks	\$ 900	\$ 900	eBooks and Audiobooks for Children; affordable collection to supplement MTLibrary2Go, which is targeted mainly at adult users; Tumblebooks is heavily used by parents and teachers
Novelist Select	\$ 2,913	\$ -	Provides integration of Novelist resources in library catalog; updates from MSC created an identical service, making this a redundancy; cancelled for FY22

	FY21	FY22	Notes
Digital	\$ 87,257	\$ 68,851	FY21 amount included re-allocations in materials budget in response to pandemic disruptions and closures.

Operating Budget - FY21 Subscriptions Detail

Vendor	Service	Cost	Description
TeamViewer	Teamviewer	\$ 588.00	Remote PC access - used primarily by Sam Crompton to troubleshoot and resolve computer issues remotely for staff.
Bridgeall Libraries	Collection HQ	\$ 5,500.00	Collection Management tool that has been in place since 2014. Used by management staff to analyze collection use, guide selection decisions, transfer materials between locations, and automate report-generation. FY2022 is the final year in our service agreement with CollectionHQ. The MT Shared Catalog (MSC) has a collection analysis tool available that can replace most CollectionHQ functions at no additional cost. SA is working with MSC admins and other libraries to develop and test those tools with the intention of discontinuing CollectionHQ in FY2023.
OCLC	EZProxy Service	\$ 849.75	EZ Proxy is a service that was previously included in the shared costs for OCLC services, but was discontinued due to lack of widespread use in FY2021. Imagine!F relied on this service to manage purchase and ILL requests, so we paid for an additional year of service in order to transition those requests to a new in-house process. Eliminated for FY22.
MT State Library	Shared Cost for Montana Shared Catalog	\$ 23,206.51	Cooperative project of 177 MT Libraries to purchase and maintain an Integrated Library System (ILS). This cost includes software licensing, SaaS platform, Administrative and Support staff, and training. More information about the MSC, as well as cost-sharing formulas can be found at https://libraries.msl.mt.gov/statewide_projects/montana_shared_catalog
OCLC	Shared Cost for OCLC Group Services access	\$ 6,474.96	OCLC provides access to unlimited cataloging and ILL services to participating MT libraries. This enables integration between vendor cataloging services, local cataloging services, and the MT Shared Catalog. OCLC also allows us to efficiently request, track and manage items from libraries across the United States. Contract managed by MT State Library.
Total		\$ 36,619.22	

CS Librarian Hours Re-Allocation

Name	Title	Current Hourly Wage	Hours per Week	Current Annual Wage	Annual Wage at \$13.22/Hr (Grade 11)
Rachel McKay	Materials Handler	\$ 11.98	15	\$ 9,344	\$ 10,312
Ashlynn Meckler	Materials Handler	\$ 11.63	24	\$ 14,514	\$ 16,499
Maddie	Materials Handler	\$ 10.75	20	\$ 11,180	\$ 13,749
Isabeau Newbury	Materials Handler	\$ 10.75	10	\$ 5,590	\$ 6,874
Max France	Materials Handler	\$ 10.75	20	\$ 11,180	\$ 13,749
Michie LaRue	Materials Handler	\$ 10.75	20	\$ 11,180	\$ 13,749
Vacant	Materials Handler	\$ 10.75	25	\$ 13,975	\$ 17,186

Name	Title	Current Hourly Wage	Hours per Week	Current Annual Wage	Annual Wage at \$15.47/Hr (Grade 11, Lead Worker)
Chris Cunningham	Materials Handler	\$ 11.98	26	\$ 16,197	\$ 20,915

Name	Title	Current Hourly Wage	Hours per Week	Current Annual Wage	Difference (MHs at \$13.22/hr, Grade 11)
Alice Ebi	CS Librarian	\$ 22.19	30	\$ 34,616	\$ 18,138
Increase Courier wage to Grade 11	-	\$ 11.40	30	\$ 17,784	\$ 2,839
New Weekly MH Hours Available					21

WITH Lead Worker	Available Hours	Distributed Hours	Annual Cost
Total Hours Available	21	-	\$ 14,701
New MH position	-	20	\$ 13,749
1 Add'l hour to Ashlynn Meckler	-	1	\$ 687
Balance			\$ 264

WITHOUT Lead Worker	Available Hours	Distributed Hours	Annual Cost
Total Hours Available	25	-	\$ 17,186
New MH position	-	25	\$ 17,186
Balance			\$ -

2. Foundation Report

Housel reported the retirement of several board members whose terms are up. 3 new board members are slated to join.

Active fundraising for the Bigfork capital campaign has been suspended until a new library director is hired.

Housel requested a confirmation from the library board to obtain information as to the willingness of the county commissioners to have a workshop on facilities once the new director is hired.

Housel stated the Foundation would need to re-imagine requests to donors if a contraction of services and personnel is underway.

The foundation plans to pivot efforts to more advocacy work to raise public awareness as to the connection between elected officials and the services they receive at the public library. Housel stated that without adequate staff to design programs, there is little for the foundation to fundraise that falls outside of the scope of general operations. Housel said there is little compatibility between austerity budgets and capital work.

The Great Fish challenge goal was met and exceeded. The fundraiser proved to be successful and many new giving partners participated.

The Foundation fall retreat is scheduled for November 5th. Two library board members are invited to attend. Leistiko is planning to attend.

3. Financial Report

Moved by C. Leistiko "to accept the August FY22 financial reports as presented."

Seconded by D. Adams

Motion passed unanimously

- F. Housekeeping:** Next regular meeting: Thursday, October 28, 2021. 9a-12p.
Columbia Falls City Hall

Reception for Ellie Newell, Friday, September 24, 2021, ImagineIF Library
Kalispell, 10a.

- G. Adjourn:** Roedel adjourned the meeting at 11:30a.